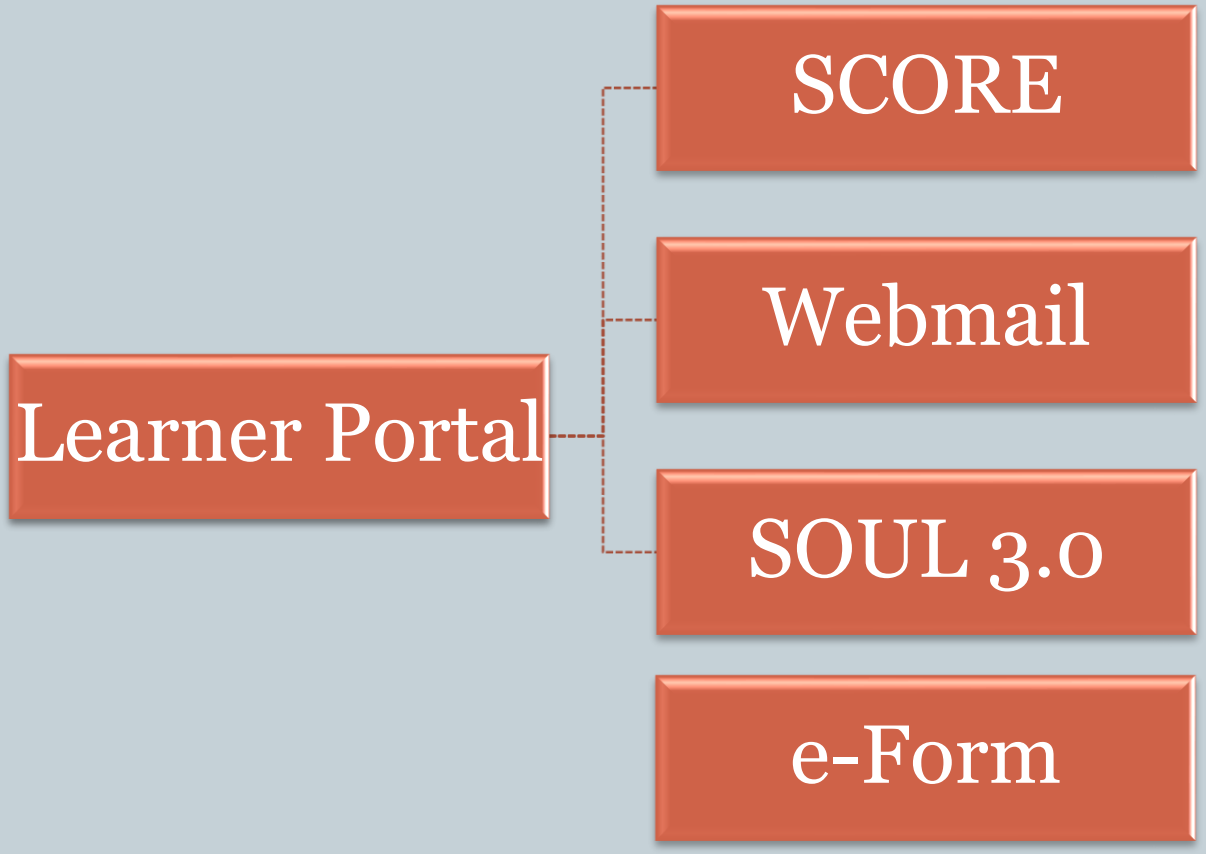
HKUSPACE Stanley Ho Community College PO LEUNG KUK

香港大學專業進修學院保良局何鴻燊社區書院

THE KEY FUNCTIONS OF E-LEARNING PLATFORMS

HPSHCC eLearning Platforms – Overview



Overview - eLearning Platforms in HPSHCC

1. **Learner Portal**
   - Gateway to other systems
   - An e-notice board (College to Students)
   - Please check everyday

2. **SCORE**
   - Students and course record system
     E.g. checking class schedule, exam results, unofficial transcript

3. **Webmail**
   - Official email system
   - Main channel for communications
   - Please check at least once or twice a day

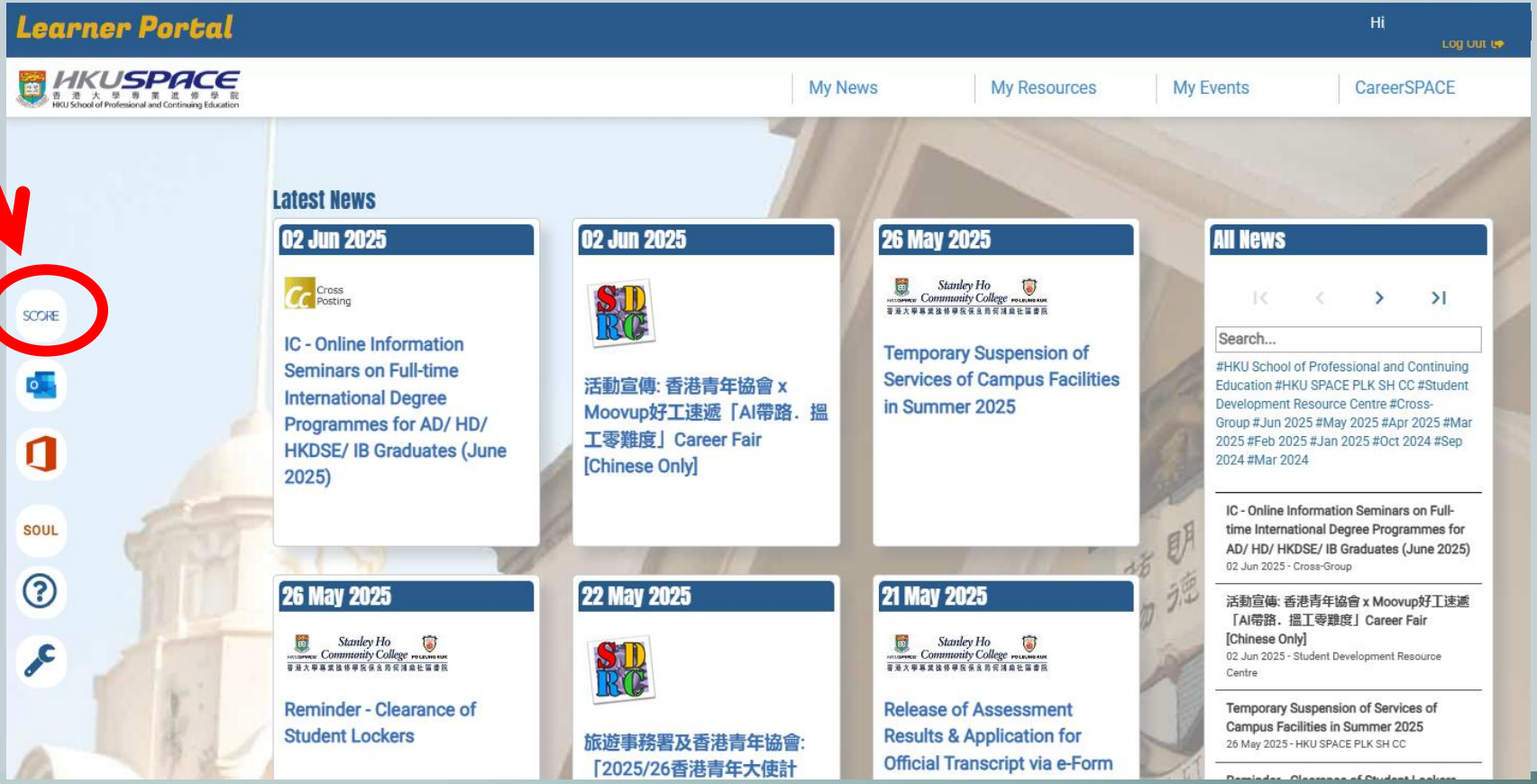
4. **SOUL 3.0**
   - Classroom activities system
     (Lecture notes downloading, assignment submission, e-attendance taking)
   - Lecturer → Students

5. **e-Form**
   - Online application system

Part 2
Student and Course Record System (SCORE)

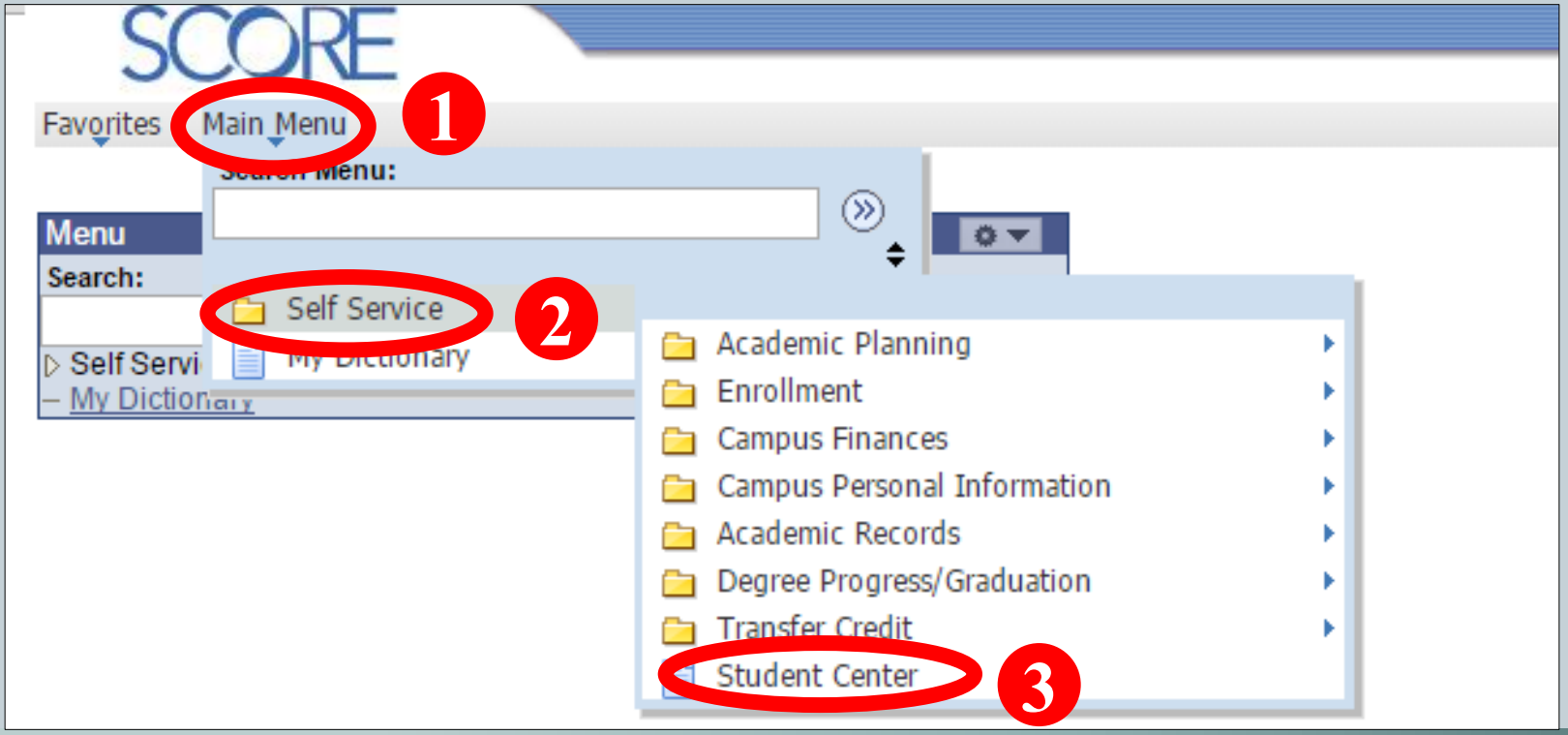
SCORE – Login

- **Click “SCORE” after logging in to Learner Portal**



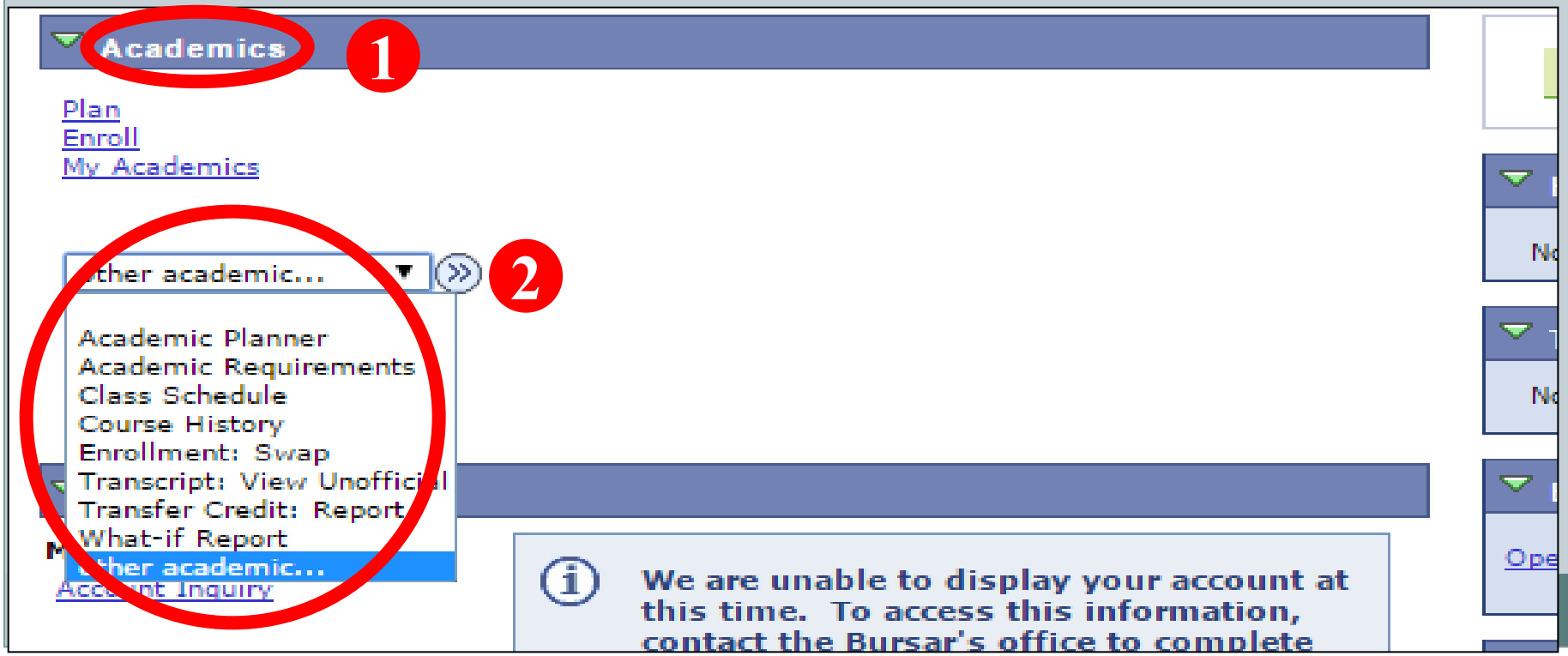
SCORE – Student Center

- **After you accessed SCORE, you will be directed to the Main Menu page. You can view your information summary under sections (i) Academics, (ii) Personal Information in the Student Centre.**



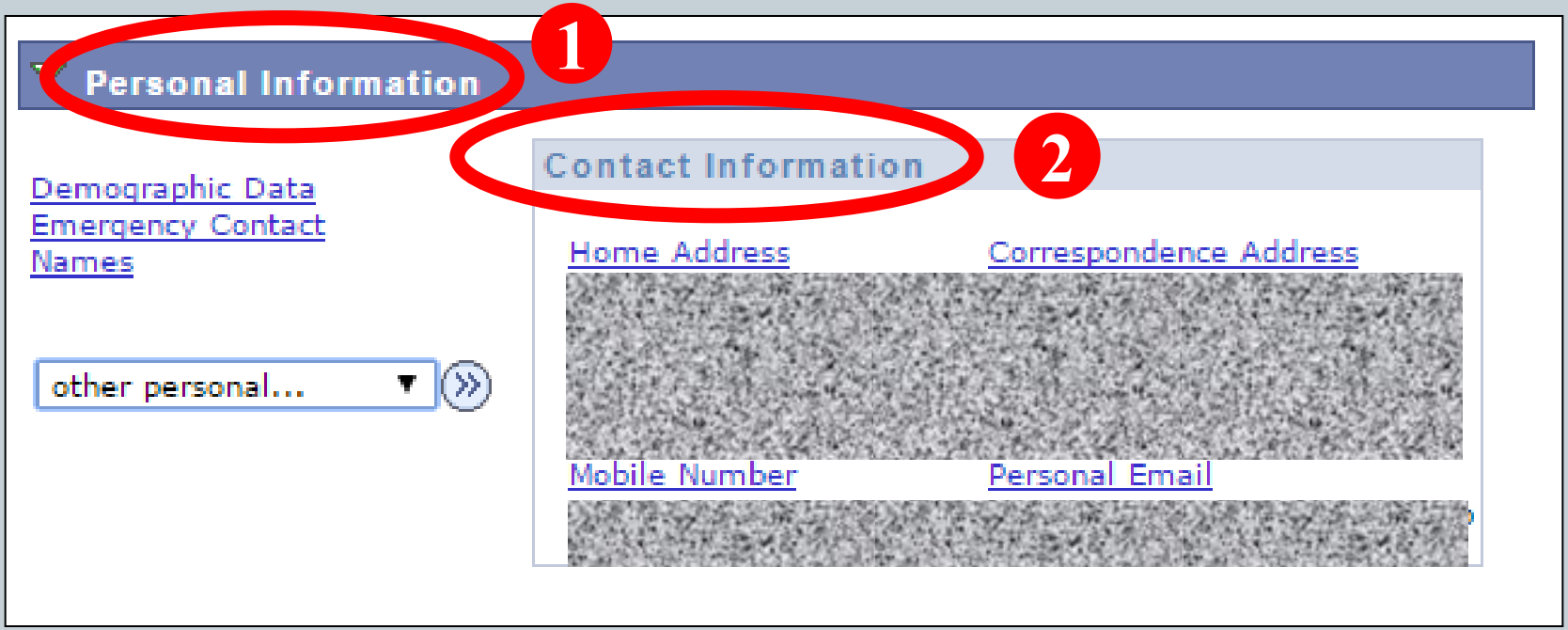
SCORE – Student Center (i) Academic

- **Under Academics section in student center, you can view the summary of your academic information and enrollment-related information. You can navigate to different pages such as "Class Schedule", "Transcript: View Unofficial" via the dropdown menu on the left.**



SCORE – Student Center (ii) Personal Information

- **Your contact information will be shown on this page. You can view other personal information via the dropdown menu on the left.**



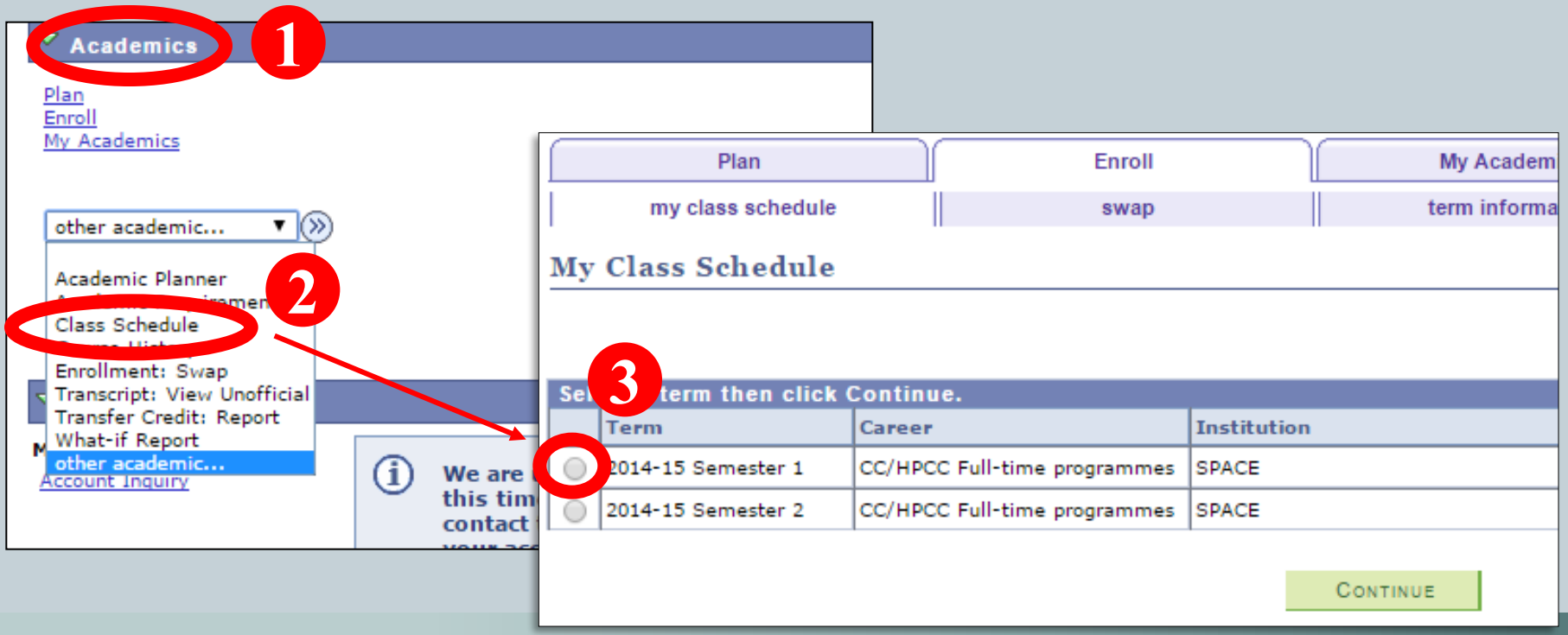
SCORE – Student Center (ii) Personal Information

If you need to change your contact information (e.g. mobile number, email address, correspondence address, etc.), you have to do it through "HP13-PDA Application for Personal Data Amendment" in the e-Form system. Please refer to slide no. 5-7 for the e-Form system login procedures.

Updates made in the SCORE system are not accepted.

SCORE – View Timetable

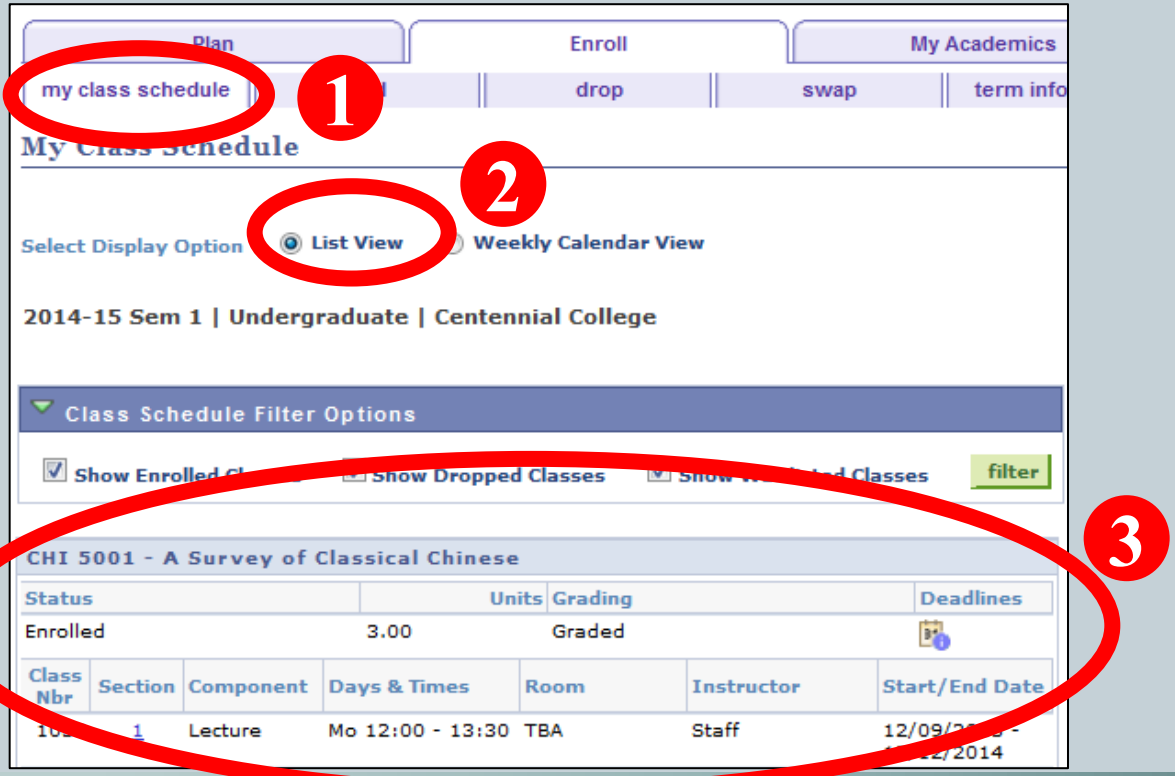
- **Through clicking Class Schedule in the dropdown menu and select the term (e.g. 2025-26 Semester 1), you will be directed to your personal timetable.**



SCORE – View Timetable

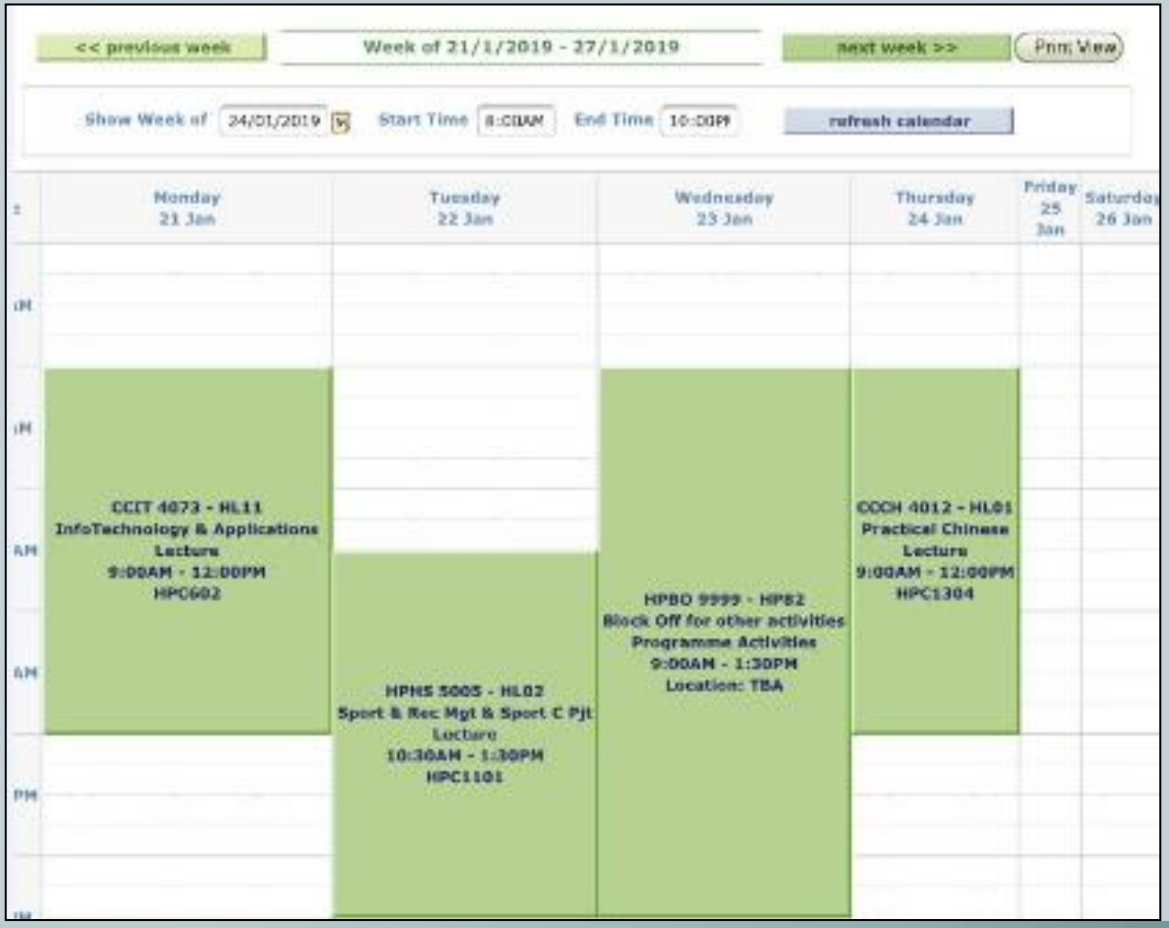
- **You can view the class schedule either in List View or Weekly Calendar View by selecting display option.**

List View



SCORE – View Timetable

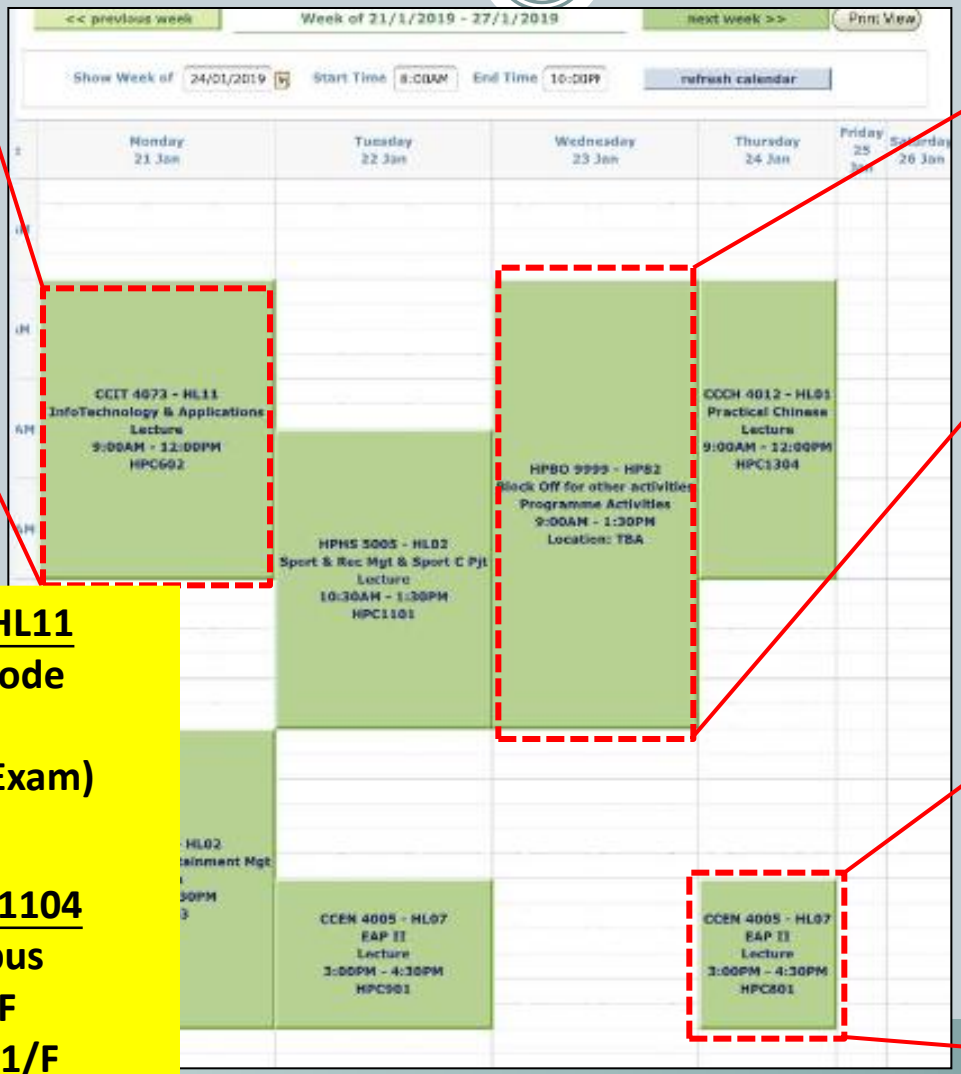
Weekly Calendar View



SCORE – View Timetable

3-hr Class

CCIT 4073 - HL11
Info Technology & Applications
Lecture
9:00AM - 12:00PM
HPC602



Block Off

HPBO 9999 - HL82
Block Off for other activities
Programme Activities
9:00AM - 1:30PM
Location: TBA

TBA = To be announced

1.5-hr Class

CCEN 4005 - HL07
EAP II
Lecture
3:00PM - 4:30PM
HPC1104

Example: CCIT4073-HL11
CCIT4073 = Course Code
HL = Lecture
(HT = Tutorial, HE = Exam)
11 = Class 11

Example: HPC602 & 1104
HPC = HPSHCC Campus
602 = Room 02 of 6/F
1104 = Room 04 of 11/F

SCORE – View Timetable

Block Off Period

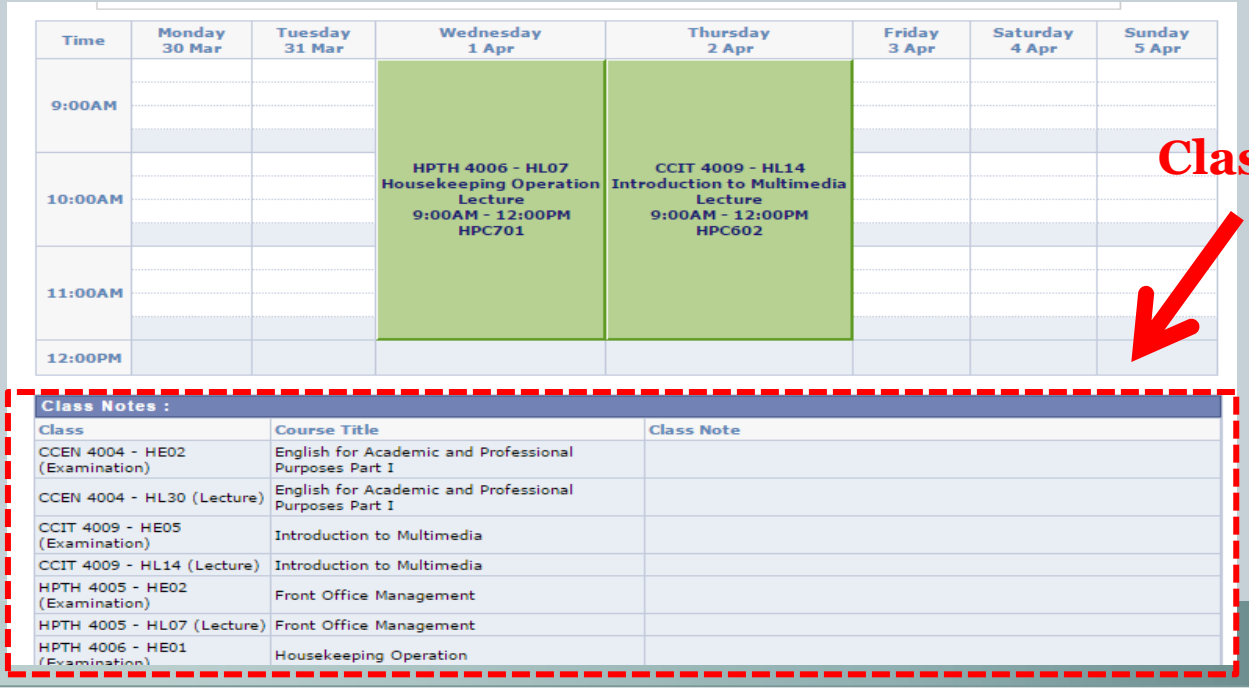
Course code: HPBO 9999

- Reserved for school/ programme/ class activities
- No class swapping is allowed in this period
- No need to come back to the campus if there is no activity arranged
- Activity schedule and details will be announced on Learner Portal/ SOUL/ Email or by lecturers during lessons
- More than one block off period for some programmes

SCORE – View Timetable

You should also pay attention to "Class Notes" which includes the special arrangement for a specific course. For example:

- The first lesson will start on 13 Sep.
- This course is offered in lecture-tutorial teaching mode. The 1.5-hour tutorial will be held on 14 Oct, 21 Oct, 28 Oct, and 4 Nov. Any change of the schedule will be advised by the lecturer/College in advance.



Time	Monday 30 Mar	Tuesday 31 Mar	Wednesday 1 Apr	Thursday 2 Apr	Friday 3 Apr	Saturday 4 Apr	Sunday 5 Apr
9:00AM			HPTH 4006 - HL07 Housekeeping Operation Lecture 9:00AM - 12:00PM HPC701	CCIT 4009 - HL14 Introduction to Multimedia Lecture 9:00AM - 12:00PM HPC602			
10:00AM							
11:00AM							
12:00PM							

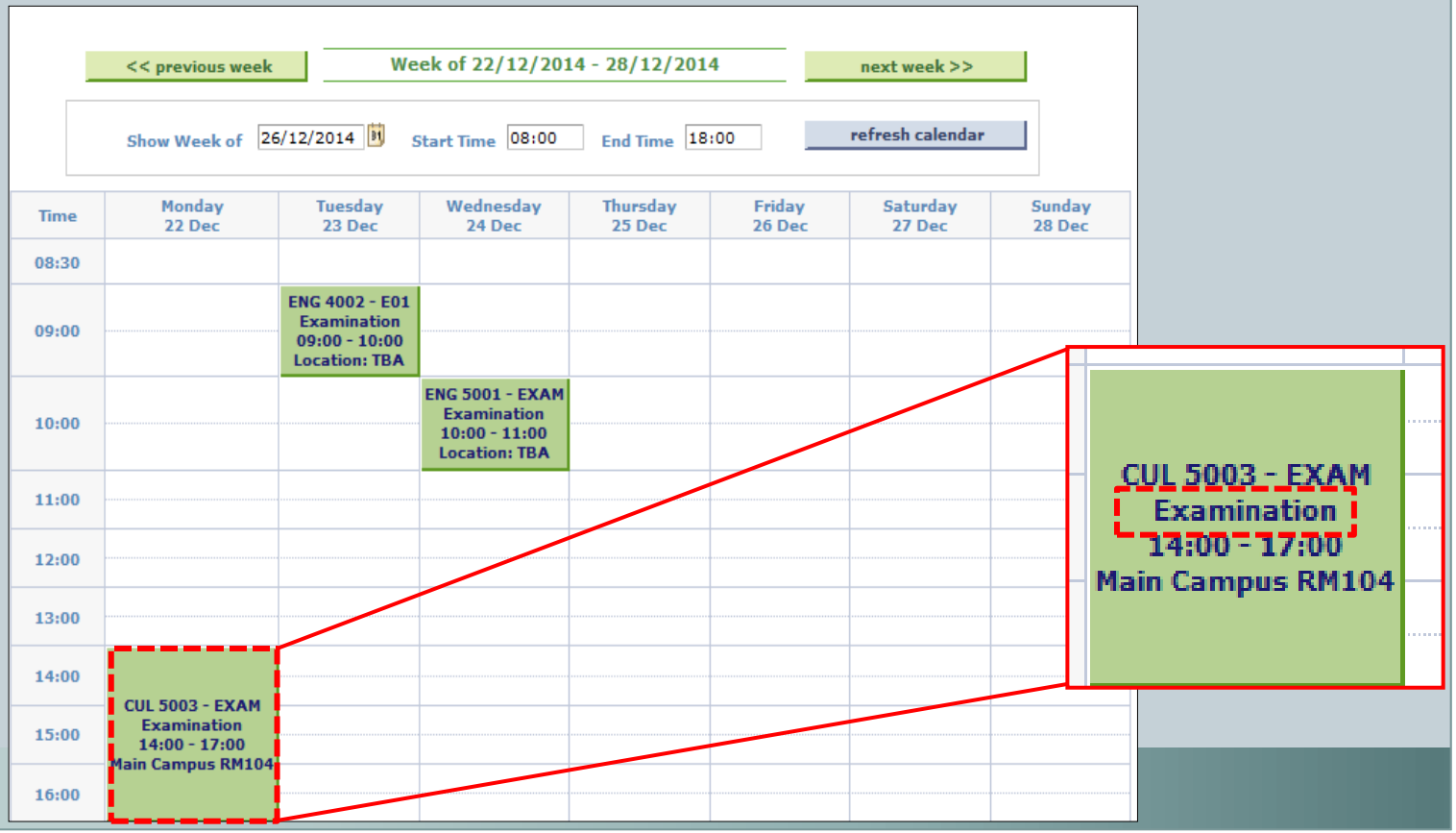
Class Notes

Class Notes :

Class	Course Title	Class Note
CCEN 4004 - HE02 (Examination)	English for Academic and Professional Purposes Part I	
CCEN 4004 - HL30 (Lecture)	English for Academic and Professional Purposes Part I	
CCIT 4009 - HE05 (Examination)	Introduction to Multimedia	
CCIT 4009 - HL14 (Lecture)	Introduction to Multimedia	
HPTH 4005 - HE02 (Examination)	Front Office Management	
HPTH 4005 - HL07 (Lecture)	Front Office Management	
HPTH 4006 - HE01 (Examination)	Housekeeping Operation	

SCORE – View Timetable

You can view the **Examination schedule** in **Weekly Calendar View** around two weeks before the exam period.



SCORE – View Timetable

HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC)
ACADEMIC CALENDAR 2025-26

	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Events / Holidays
Sep			1	2	3	4	5	6	
		7	8	9	10	11	12	13	
	1	14	15	16	17	18	19	20	**15 Sep: First Teaching Day of Semester 1**
	2	21	22	23	24	25	26	27	26 Sep: Graduation Ceremony
	3	28	29	30					
Oct					1	2	3	4	1 Oct: National Day
	4	5	6	7	8	9	10	11	6 Oct: Revision Day 7 Oct: The day following the Chinese Mid-Autumn Festival
	5	12	13	14	15	16	17	18	
	6	19	20	21	22	23	24	25	23 Oct: Teaching Wednesday Schedule
	7	26	27	28	29	30	31		29 Oct: Chung Yeung Festival
Nov								1	
	8	2	3	4	5	6	7	8	
	9	9	10	11	12	13	14	15	
	10	16	17	18	19	20	21	22	
	11	23	24	25	26	27	28	29	
	12	30							
Dec			1	2	3	4	5	6	
	13	7	8	9	10	11	12	13	**12 Dec: Last Teaching Day of Semester 1**
		14	15	16	17	18	19	20	15 Dec-12 Jan: Examination period* 18 Dec: Payment Due Date for 2nd Instalment of Tuition Fees
		21	22	23	24	25	26	27	25-26 Dec: Christmas Holidays
		28	29	30	31				
Jan						1	2	3	1 Jan: The 1st day of January
		4	5	6	7	8	9	10	
		11	12	13	14	15	16	17	

1. **No regular classes on the public holidays, i.e. 1, 7, 29 Oct 2025 >> No classes displayed on SCORE**

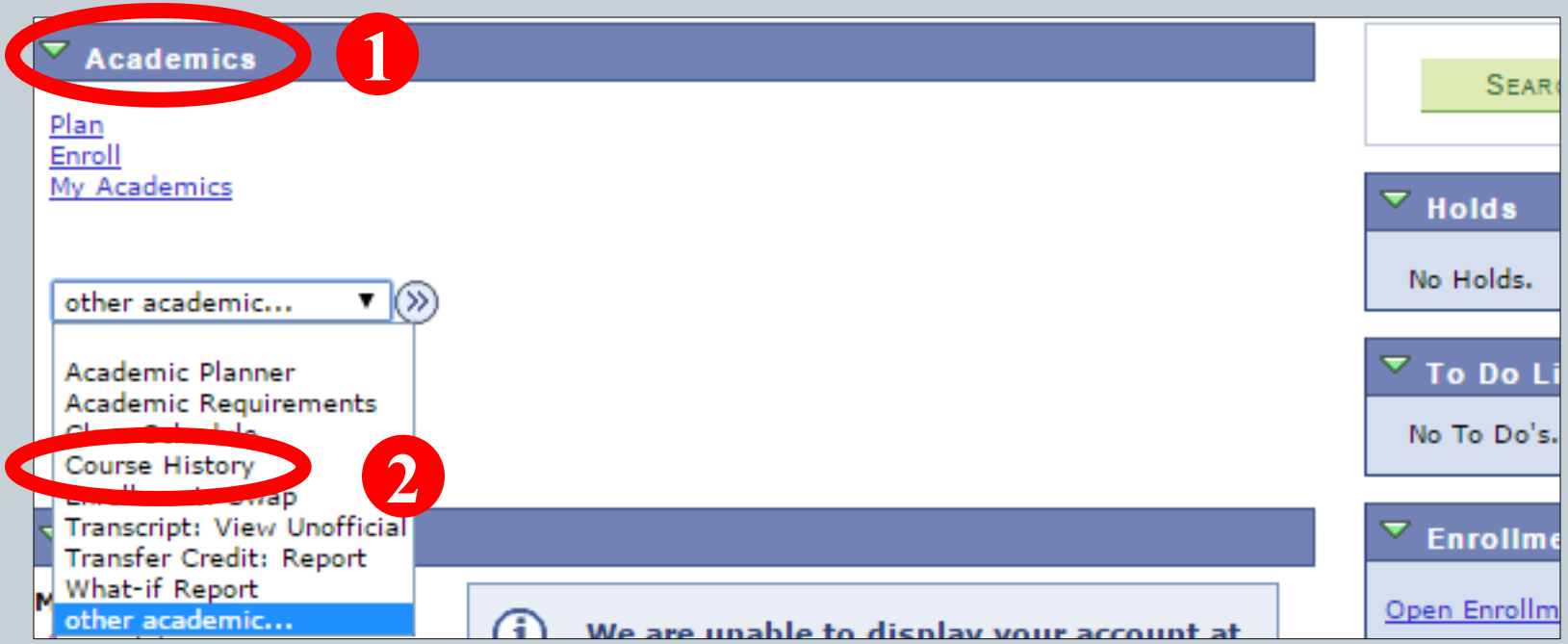
2. **No regular classes on the school holiday, i.e. 26 Sep, 6 Oct 2025 >> You will see classes on SCORE, but no regular classes on that day**

3. **Change of class schedule, i.e. 23 Oct 2025 >> You will see Thu classes on SCORE, but please follow Wed schedule on that day**

4. **Exam Period, i.e. 15 Dec 2025 - 12 Jan 2026>> Exam timetable will be announced in due course**

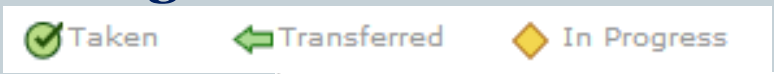
SCORE – Course History

- **You can view the courses you have taken and the final grades on the Course History page of Student Center.**



SCORE – Course History

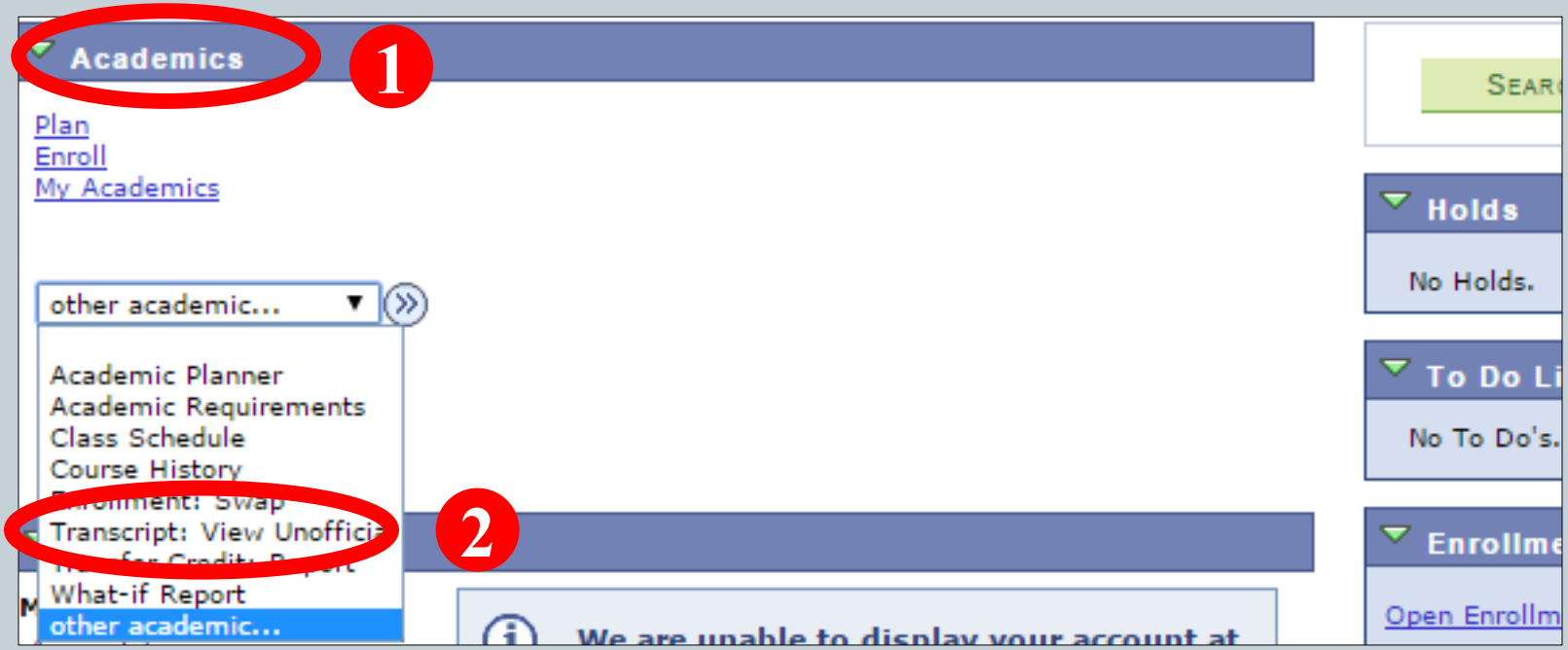
- **You will then be directed to this page. The course list shows all courses you took in previous semester(s) and courses you are taking in the current semester.**



Course	Description	Term	Grade	Units	Status
BUS 4002	Principles of Economics	2013-14 Sem 1	A+	3.00	
BUS 5010	Macroeconomics	2013-14 Sem 2	B+	3.00	
ENG 5003	Speaking for Academic and Prof	2013-14 Sem 2		3.00	
MGT 5432	Modern Management: The Drucker	2013-14 Sem 1	EX	3.00	
POL 5001	China and the World	2013-14 Sem 1	A+	3.00	
POL 5002	Global Political Economy	2013-14 Sem 2		3.00	
POL 5004	Contemporary International Pol	2013-14 Sem 1	A+	3.00	
POL 5005	Political Development in Conte	2013-14 Sem 2		3.00	
SOC 5002	World Cities and Sustainable D	2013-14 Sem 2		3.00	

SCORE – View Transcript

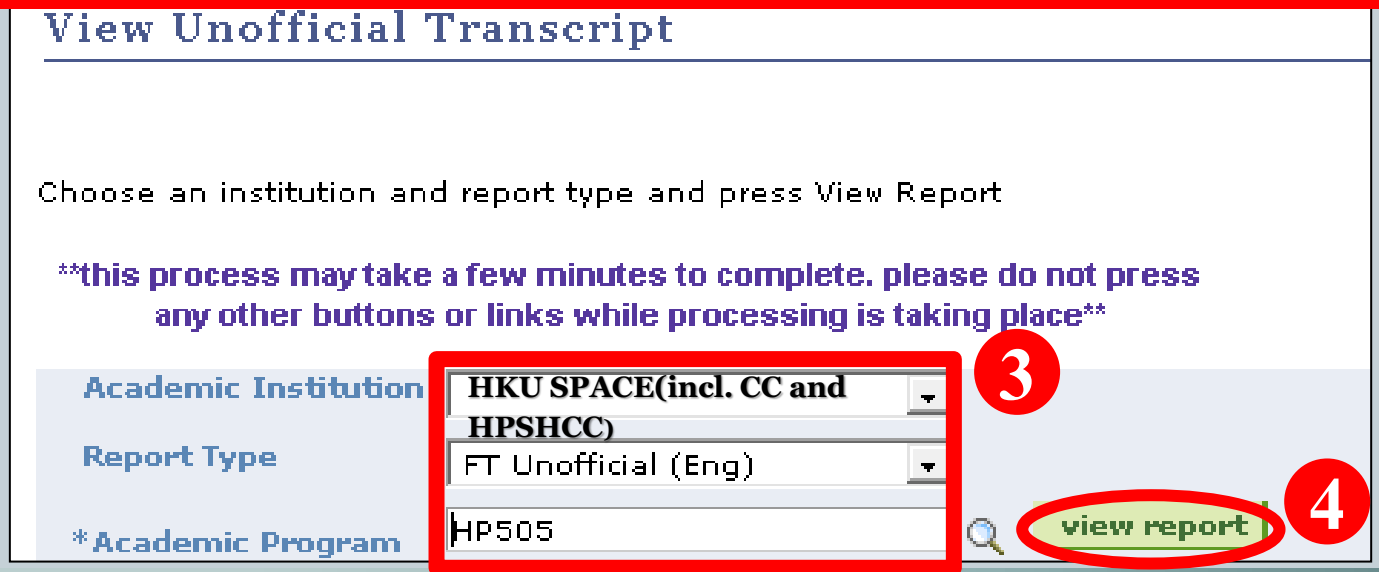
- **You can obtain the complete record of course results of your study at the College by generating an unofficial transcript on SCORE.**



SCORE – View Transcript

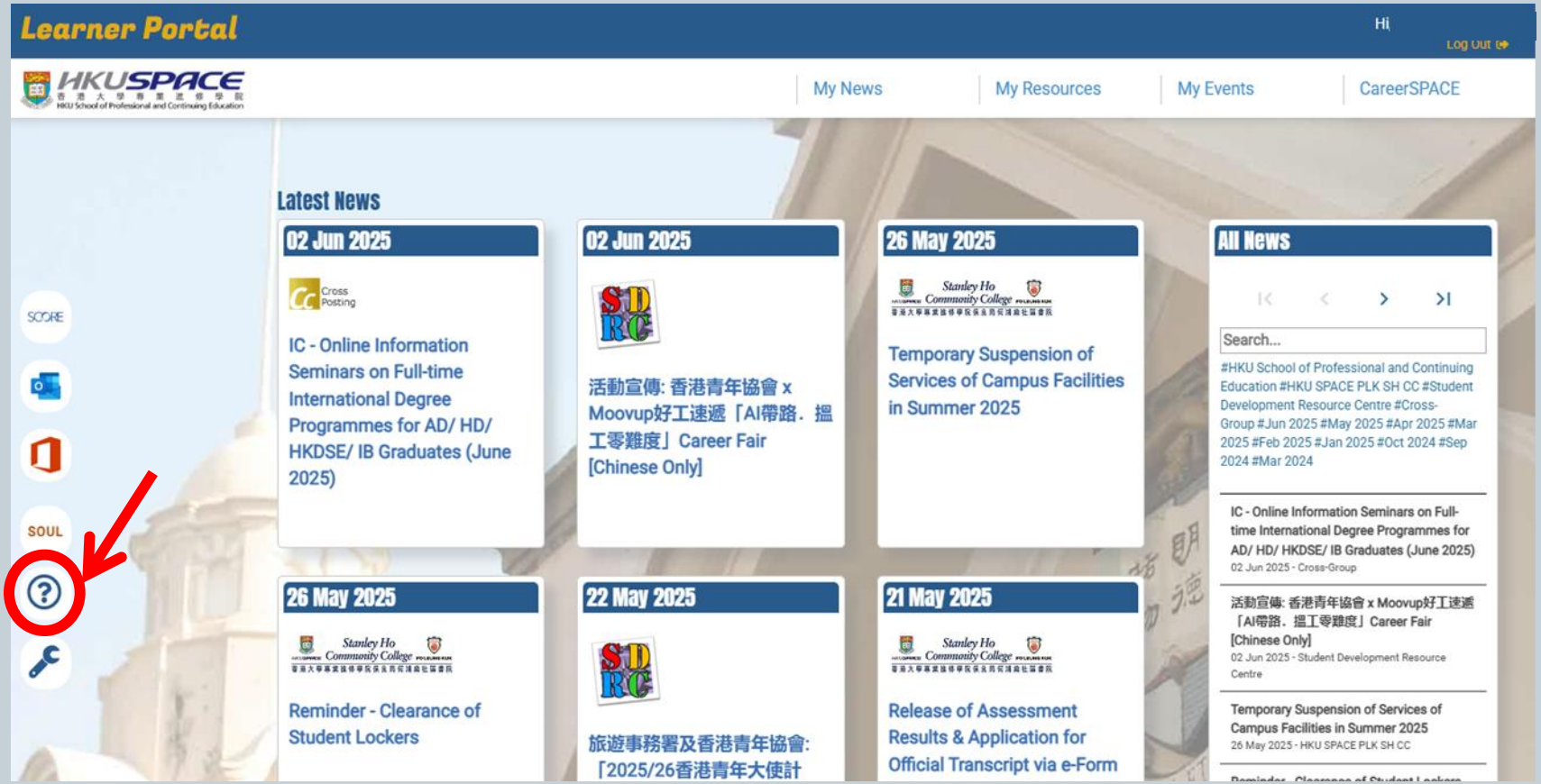
- Select **Academic Institution: HKU SPACE (incl. CC and HPSHCC)**, **Report Type: FT Unofficial (Eng)** and **Academic Program: Your Programme** from the dropdown menu and then click **view report**. The unofficial transcript will be generated in pdf format.

If you need an official transcript, please apply through "HP42-TRN Application for Transcript (Current Students)" of the e-Form system. The normal processing time for the application is **around two to three weeks**.



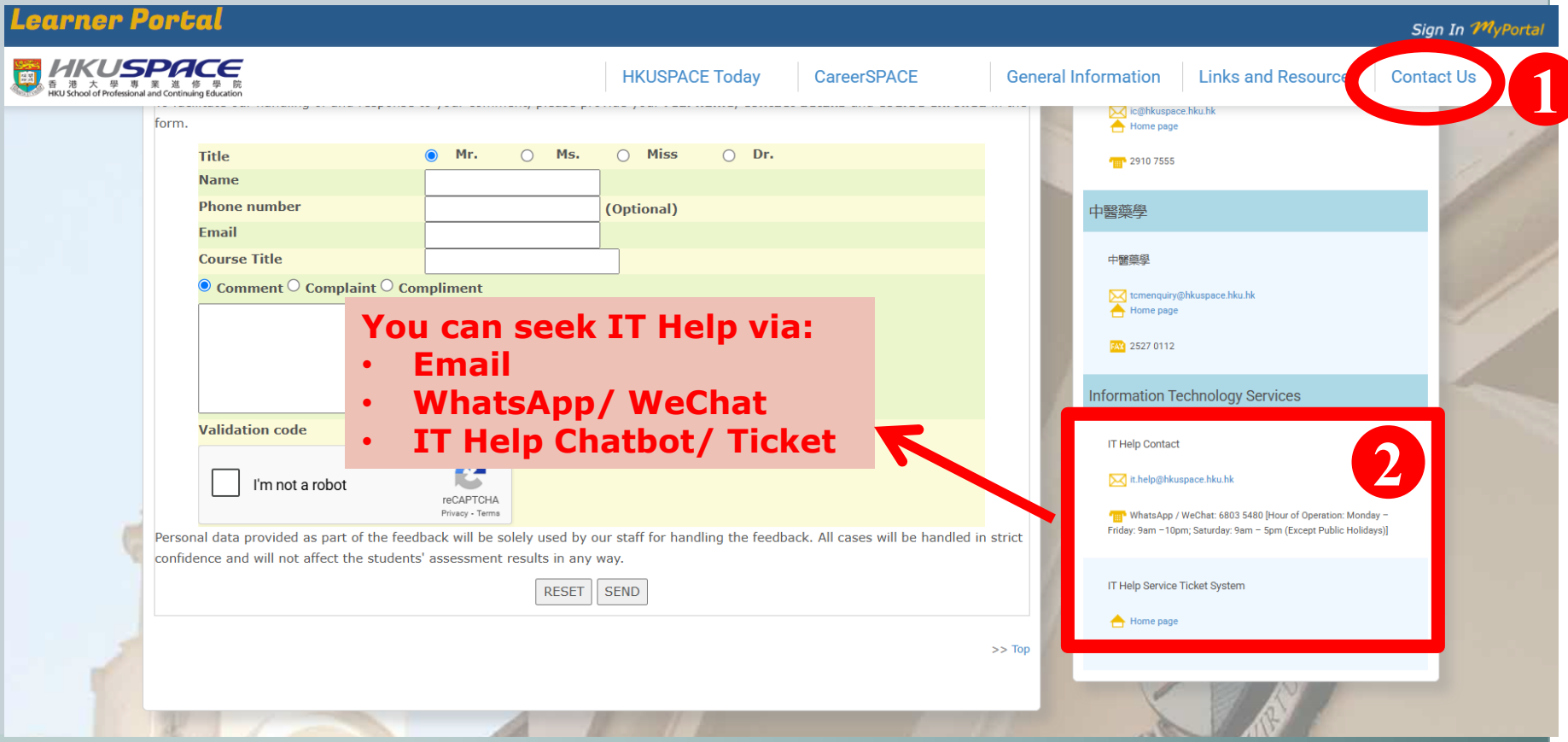
IT Help on e-Learning Platforms

- **After logging in to LP, click “IT Help” on the left**



IT Help on e-Learning Platforms

- **Before logging in to LP, click "Contact Us" and scroll down for "Information Technology Services"**



Reminder – Systems and Campus IT Facilities

System related	Campus IT facilities
• Learner Portal • SOUL • SCORE • Webmail • Password reset	• Students' computers on campus • Campus WIFI connection • College's eForm system
IT Help: **it.help**@hkuspace.hku.hk	**IT Support:** **it.support**@hkuspace-plk.hku.hk

- Please remember the above details and approach **DIFFERENT** **IT Help** for assistance.

Reminder – Login

- Username: **Student ID Number**
- Password: **Using the changed password after First Time login to Learner Portal**

Example:

Username: 20091234 **Student ID number**

Password: Same as Learner Portal

Reminder - Password

- Remember! The system password that you have changed affects on **ALL** e-Learning Platforms (i.e. Learner Portal, SOUL, SCORE, Webmail) also for the Campus Computer, Campus WiFi and College eForm system.

- Please remember the login and password, and do **not** share it with your schoolmates.

Reminder - Logout

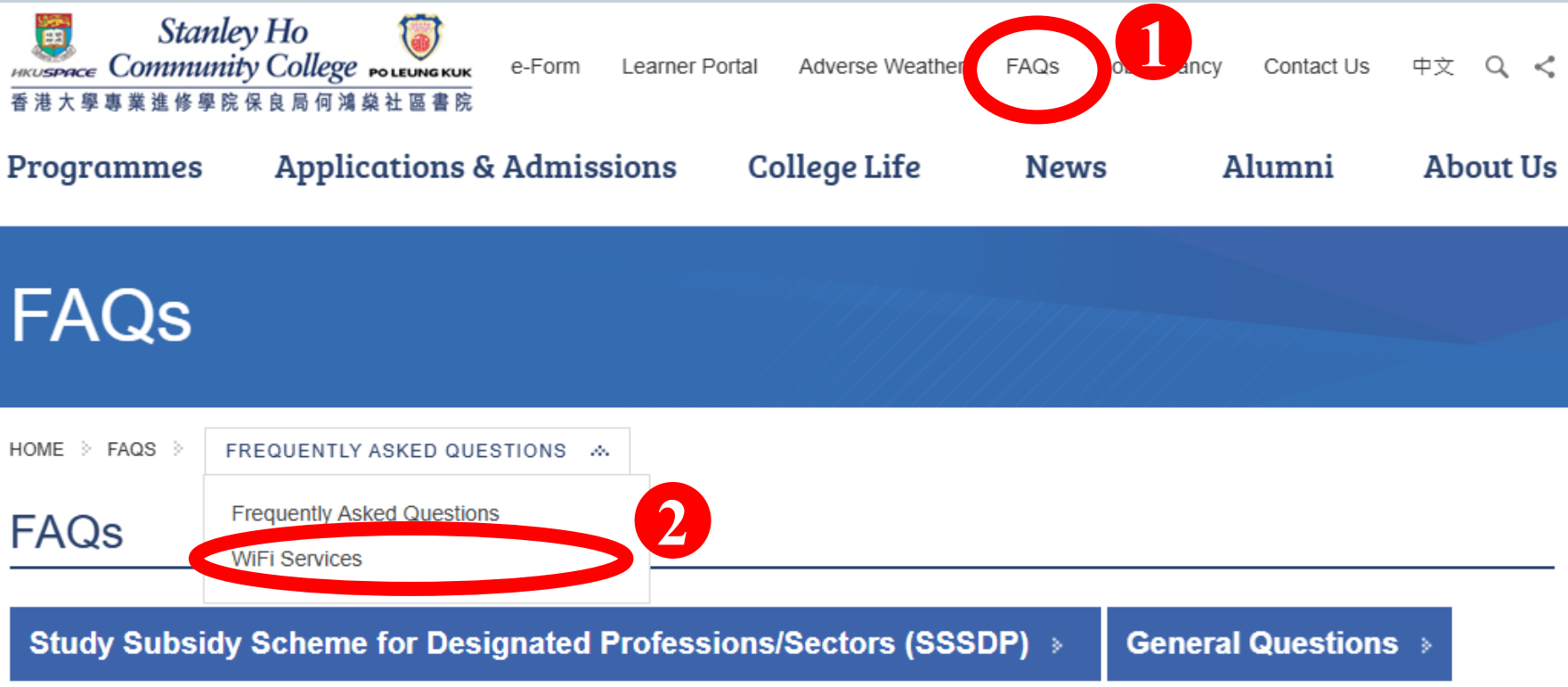
Remember to logout

If you are using a public computer, it is important for you to **logout before leaving** the computer unattended. Otherwise, others can access your information using the same computer or even alter the data if your account remains logged in. The system will be logged out only when you logout from the Learner Portal and close the browser.

Reminder – Campus WiFi

Step 1: Click "FAQs" via HPSHCC college webpage at https://hkuspace-plk.hku.hk

Step 2: Click "WiFi Services" under "FREQUENTLY ASKED QUESTIONS" for user guides



Reminder – Campus Workstations: Locations

Workstations are available in the following locations:

- 4/F : Library
- 5/F : Learning Commons
- 6/F : Open Access Lab (Room 601A)
- 6/F – 15/F : Lift Lobby

General Enquiry

General Enquiry:

Tel:	**3923 7000**
Email:	**enquiry@hkuspace-plk.hku.hk**

THANK YOU